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8 June 1953

MEMORANDUM FOR: CHIEF, CLASSIFICATION AND WAGE DIVISION

ATTN : Mr. [REDACTED]

25X1A9A

SUBJECT : Reclassification of [REDACTED] T/O Slot

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1. It is requested that [REDACTED] T/O Slot No. 45-5, Secretary-Steno, GS-318-6, be reclassified, Clerk-Typing, GS-318-6.

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2. The Field has indicated in [REDACTED], that a Clerk-Typist with a Communications clearance, rather than a Secretary-Steno, is needed to fulfill the clerical duties of the Base.

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3. Your prompt consideration of this reclassification is requested. The incumbent of this slot has resigned and we are anxious to send a replacement with the necessary qualifications to the Field as soon as possible.

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[REDACTED]

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